

Meeting Highlights

EPMO SDLC Workgroup

DAY: Wednesday, August 10 , 2011

TIME: 9:00 A.M. – 12:00 P.M.

LOCATION: Department of Insurance

(Dobbs Building, 430 N Salisbury Street, Raleigh, Conference Room 2238)

Meeting Called By:	SDLC Workgroup Members
Meeting Purpose:	Review recommendations/comments from Jose Solera
Attendees:	<p>Present: Beau Garcia, Department of Insurance Chris Cline, NC Community College System Gaye Mays, Statewide Enterprise Project Management Office Cheryl Ritter, Department of Transportation Subha Sridharan, Department of Health & Human Services Carolyn Broadney, Department of Transportation</p> <p>Not in attendance: Ann Tyndall, Department of Public Instruction Ronda Jones, Department of Public Instruction Michele Jackson, Department of Revenue Arun Kumar, Department of Health & Human Services</p>
Guests:	No guest

Feedback discussion on recommended workflow – the team decided to change the name of project phases to “Envision” for initial planning with a cost estimate more accurate than at initiation and “Execute” for the continuing planning, building & implementing phase. Minor update to the artifacts would include a “conceptual” TASD only for the “Envision” phase.

Beau Garcia gave an overview of how DOI uses the Burndown Chart. Discussion took place regarding providing the Burndown Charts and the Product Backlog in lieu of monthly status reports. Beau & Cheryl will draft a recommendation for Kathy Bromead to review.

It was decided that Sarah Porper would be invited to our October meeting to discuss interaction with OSBM for agile projects. Beau will draft a recommendation and provide an overview of how the Burndown Chart and Product Backlog could replace the current Staffing Plan template to provide the financial information that OSBM would need. The team will review the draft at our September meeting.

The team agreed that the PMO Council Agile Readiness Assessment would be our recommendation to the EPMO for use in determining if a project is appropriate for this type of development approach.

The team would like to invite Arun Kumar to attend the September meeting to discuss a recommendation to improve workflow for hardware only and infrastructure projects. Subha will talk to Arun and confirm. It was also suggested that Doug Banich should be in attendance for this discussion. A reminder will be sent to Doug as he has been invited to attend all workgroup meetings.

New Action Items:

Update Workflow Document to reflect new phase names – Gaye

Develop recommendation for Burndown Chart & Product Backlog to replace the monthly EPMO Status Report – Beau & Cheryl
Invite Sarah Porper to October meeting – Gaye
Develop recommendation documents for meeting with Sarah Porper – Beau
Confirm Arun Kumar for September meeting – Subha